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ABSTRACT

This high-interest, low-vocabulary book was created for a literacy education program for adults. The book contains information on problem solving and step-by-step methods to solve problems related to work. Information is given on changing relationships with co-workers and employers and improving oneself. "Reading Report" newsletter-format sheets contain an advice column about several work problems with space for students to write in their solutions to the problems. (KC)

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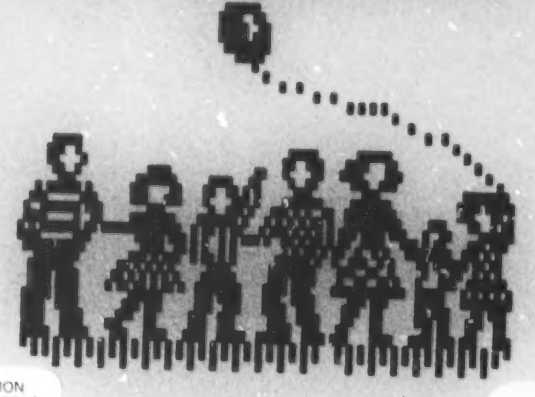
Getting Along With Others



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Getting Along With Others

Funded by:
The National
Literacy
Secretariat

Thanks to:
Amity Goodwill
Industries

Created by: Andrea Newell and the Staff at the Hamilton Literacy Council

Getting Along With Others

You are important.

We are both important, but we are not the same.

We are different.

I can learn from you.

You can learn from me.

But, because we are different,

we do not always think the same way.

We do not always feel the same way.

We do not always act the same way.

Most of the time we get along well together.

I listen to you.

You listen to me.

Even when we think differently, we can listen.

Even when we feel differently, we can listen.

Even when we act differently, we can listen.

Sometimes, we do not get along together.

This happens to all of us.

Even with family it happens.

Even with friends it happens.

Sometimes we do not get along at home.

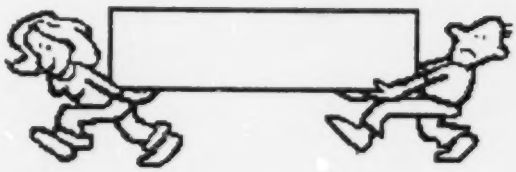
Sometimes we do not get along at work.

Sometimes we do not get along with anyone!

Why is it important to get along?

We can work better when we work together.

We can work faster together.



We can work stronger together.

It is more fun to work together.

But sometimes it is hard to work together.

It can be hard work to get along!

But we can do it!

We can listen to each other.

We can work together.

What can we do if we do not get along?

This can be a big problem!

We can talk about how we feel.

We can talk about what we think.

We can find a way to act together.

Sometimes it helps to talk to others.

Other people can see what we cannot see.

Other people can tell us how to get along better.

Sometimes it helps to be alone and think.

When I sit and think, I sometimes change.

I change what I think.

I change what I feel.

I change how I act.

Changes can be hard!

But sometimes, we **must** change ourselves.

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How can you change?

There are some steps to change.

You can:

1. **Name** the problem you have.
2. **Look** at all the parts of the problem.
3. **Want** to change yourself.
4. **Decide** to change yourself.
5. **Decide** what you need.
6. **Think** about what you should change.
7. **Talk** to others about the change.
8. **Try** the change a bit at a time.
9. **Keep** thinking about the problem until it is gone.

Tom's Problem

Here is a problem. Tom does not get to work on time. Here is the way that Tom is going to deal with his problem:

1. My problem is: I get to work late.
(write your problem)

2. When I look at my problem, this is what I see:

If I am late, my boss gets mad.
(write about your problem)

I do not get my pay.

3. If I change, it may fix my problem.

I want to change: the time I get to work.
(write your change)

4. I have decided to change!

It is hard work, but I will do it!

I want: to be to work on time.
(write what you want to fix your problem)

5. I need: to get up earlier, at 7:00 a.m. not 7:30 a.m.
(write what you need to do)

6. I think I should change:

how I think about my problem: It is my job to get to work on time. It is important!

how I feel about my problem: I am glad I can work. I will tell myself this each day!

what I will do about my problem: I need to go to bed earlier.

7. I will talk to: my boss and my room-mate
(write who you will talk to)

about my problem.

I will talk to: my boss and my room-mate
(write who you will talk to)

about my changes.

8. I will try a bit at a time:

First I will: go to bed at
(write what you will do)

10:00 p.m. and not 10:30 p.m.

Then I will: get up at 7:00 a.m.
(write what you will do)

and not 7:30 p.m.

9. I will do this because: My job is important

to me!
(write why you want to fix the problem)

9. I will keep thinking about my problem until it is gone!

If this does not work, I will try more changes.

Changing Me

Now try the steps with your problem:

1. My problem is: _____.
(write your problem)

2. When I look at my problem, this is what I see:

_____
(write about your problem)

_____.

3. If I change, it may fix my problem.

I want to change: _____.
(write your change)

4. I have decided to change!

It is hard work, but I will do it!

I want: _____.
(write what you want to fix your problem)

5. I need: _____.

_____.
(write what you need to do)

6. I think I should change:

how I think about my problem: _____

_____.

how I feel about my problem: _____

_____.

what I will do about my problem: _____

_____.

7. I will talk to: _____
(write who you will talk to)

about my problem.

I will talk to: _____
(write who you will talk to)

about my changes.

8. I will try a bit at a time:

First I will: _____
(write what you will do)

_____.

Then I will: _____
(write what you will do)

_____.

9. I will do this because: _____

_____.
(write why you want to fix the problem)

9. I will keep thinking about my problem until it is gone!

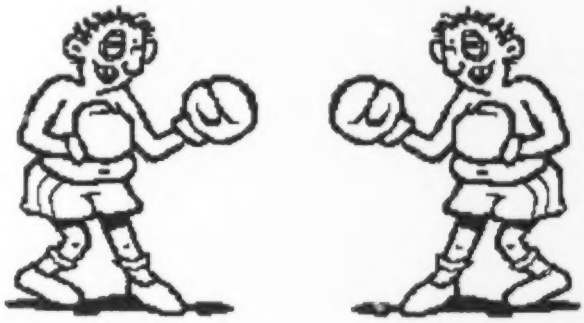
If this does not work, I will try more changes.

Sometimes, changing does **not** help.

The problem is still there.

It is still hard to get along with another person.

What can you do?



If it is a small problem, you can decide to forget about it.

Sometimes it is best to give in to another person.

You can decide to do what that person wants.

Then you can get along together better.

Sometimes the problem is too BIG to forget.

Then you need help to fix the problem.

Ask someone to help both of you.

If you both give in a bit, it may fix the problem.

Someone can help you both decide how to give in.

That way, both of you can change a bit.

That way, both of you can have some of what you want.

Who could help both of you?

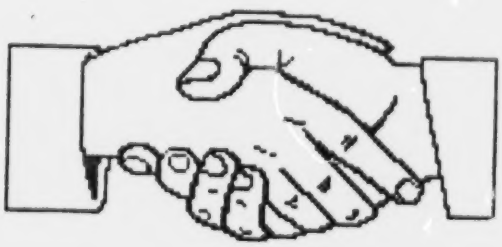
It could be someone from your **family.**

It could be a **friend.**

It could be your **boss.**

But you **both** must listen to that person.

Then, **together**, you can fix the problem!



Sometimes we all need help.

It can be good to ask others for help.

This is called advice.

Sometimes other people can give us good advice.

Sometimes the advice is **NOT** good.

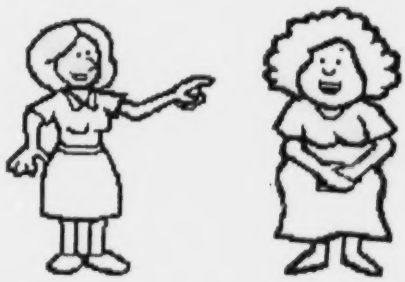
You have to decide for yourself.

Who could you ask for advice?

You could ask your **family** for advice.

You could ask your **friends** for advice.

You could ask your **boss** for advice.



You could ask **Ann Landers** for advice.

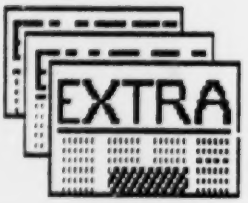
Ann Landers writes in the newspaper.

People write to her about their problems.

She gives them advice.

I do not know Ann Landers.

So, I asked my friends to give us some advice.



I told my friends some problems.

They gave me advice about the problems.

I will tell you about them just as in the newspaper.

I call it: **Ask for Advice.**

This advice is from many people.

You may have some advice to give.

If your problem is here, there may be good advice for you.

Read and decide for yourself!

The Reading Report

Volume 6 April 1994 Hamilton, Ontario

We all have problems ..... just

ASK FOR ADVICE

Dear Mr. Advice:

I like this girl a lot. I want to know what to do.

From:
Lost in Love

Dear Lost in Love:

(1) Talk to your friends. It will make you feel better.
(2) Have a friend talk to the girl about you. That may help.
(3) Try to talk to the girl. Say, "Hi!" every day.
(4) Look at her and tell her if she looks good.
(5) I like to talk to God about my problems. It makes me feel better.

Mr. Advice

Now write your advice about what to do when you like someone:

The Reading Report

Volume 7 April 1994 Hamilton, Ontario

We all have problems ..... just

ASK FOR ADVICE

Dear Mr. Advice:

Sometimes at work I am bored. What should I do?

From:
Bored with Work

Dear Bored with Work:

(1) Remind yourself how important your work is. Your team needs you to get the job done.
(2) Do your best work at your job. Be proud of the work which you do.
(3) Talk to your boss. There may be other work for you to do.
(4) Look for ways to make your job fun.
(5) Be friends with other workers. Friends can make work more fun.
(6) All work has some boring parts. Do your best just the same.

Mr. Advice

Now write your advice about being bored with work:

The Reading Report

Volume 8 April 1994 Hamilton, Ontario

We all have problems ..... just

ASK FOR ADVICE

Dear Mr. Advice:

Sometimes people don't listen to me. Sometimes I am too shy. What should I do?

Shy and Sorry

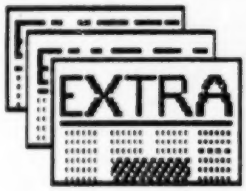
Dear Shy and Sorry:

(1) Say, "Hi! How are you?" to a new person.
(2) Ask the new person about his or her work. You could say, "What work do you do? Do you like your work?"
(3) You can try this with a friend. If you try it first, it is not so hard.
(4) You could take a course at school. There are courses to help you if you are shy.
(5) Keep trying! At first it is hard. Even if it is hard at first, keep at it. You will get better at talking.

Mr. Advice

Now write your advice about being shy:

The Reading Report



Volume 9 April 1994 Hamilton, Ontario

We all have problems ..... just

ASK FOR ADVICE

Dear Mr. Advice:

Work is really hard for me. Some days I don't want to go to work.

From:
Hard at Work

Dear Hard at Work:

(1) Tell yourself that work is important. Tell yourself that you can do a good job.
(2) Tell yourself about what you will do with your pay.
(3) Talk to your boss about work. Ask for some help with your job.
(4) Ask for some new work, for more fun.

Mr. Advice

Now write your advice about work:

The Reading Report

Volume 10 April 1994 Hamilton, Ontario

We all have problems ..... just

ASK FOR ADVICE

Dear Mr. Advice:

It is hard to get along with a person at work. What should I do?

From:
Worried about Work

Dear Worried about Work:

(1) Talk to the person. What does the other person think?
(2) Listen to the person. What does the other person feel?
(3) Walk away - cool down. Do not say words to hurt. Wait until you are not mad.
(4) Talk to others about the problem. You can talk to:
- family
- friends
- the boss at work
- God

Listen to what they say.
(5) If you feel bad you should talk to your boss.

Mr. Advice

Now write your advice about this problem:

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